

VACANCY ANNOUNCEMENT

(Announcement Number: 11-38)

The American Embassy in Kathmandu is seeking an individual for the position of Receiving and Inventory Supervisor.

OPEN TO: All Interested Candidates

POSITION: Receiving and Inventory Supervisor

OPENING DATE: September 17, 2011

CLOSING DATE: September 30, 2011

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent manages the receiving and inventory operations of the General Services Office. The incumbent manages the services with regard to receiving of both offshore and local consignments against purchase orders and petty cash invoices. The incumbent manages the inventory of properties to include expendable and non-expendable supplies, furniture, and household and office equipment.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Higher Secondary School is required.
2. At least five years of experience in expendable and non-expendable property management is required. One year of supervisory experience is required.
3. Level IV (Fluent) of speaking/reading/writing English is required. Level IV (Fluent) of speaking/reading/writing Nepali is required.
4. Good knowledge of inventory control and warehousing is required. Good knowledge of official and residential furniture items, supplies and equipments available at local or international market is required.
5. Good leadership, interpersonal and organizational skills are required. The ability to use various Windows-based computer applications such as MS Word, MS Excel, MS Outlook, and Power Point is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Receiving and Inventory Supervisor”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email to our Recruitment Mailbox No. 3 at the following email address:
recruitktm3@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html